

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
May 29, 2008
Montpelier Elks
Montpelier, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Jim Candon, Cate Cattier, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Laurette Cross, Pauline Dwyer, Barb Hagen, Lisa Harrington, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Tod Lessard, Julie Locke, John Long, Paul Major, Nikki Marabella, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Len Schmidt, Bobbi Shutts, Angie Stewart, Sharon Strange, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh.

ABSENT: Dennis Bonanza, Jeff Cassarino, Kathi Cassidy, Jenny Estey, Jerry Fortin, Alan Frost, Audrey Irons, Mark Lather, Eric Marchese, Bob Salzman, Bill Storz, Dave Strong, and Tom Woods.

Wilhelmina called the meeting to order at 9:45 a.m.

Roll Call was taken.

Welcome

Wilhelmina welcomed Laurette Cross to CHSVT. Laurette is the daughter of John Cross. She is a recent college graduate with a degree in education. She will be substituting at the Barre Probation and Parole campus, replacing Cate Cattier.

Approval of April Meeting Minutes

There was a question about whether the Volunteer Coordinators at the facilities know about doing record checks for adjuncts. They know about doing them but are not consistent. This topic will be discussed later in the meeting.

Mary stated that there were seven candidates for the Superintendent position, not eight.

Jim Candon made a motion to accept the meeting minutes with the above amendment. John Cross seconded the motion. All were in favor and the minutes were accepted as amended.

Announcements, Information and Questions

Lisa Harrington, Special Educator at SSCF, will be leaving her position. She has gotten a new position that will allow her to spend more time with her new baby. She would like to remain in contact with CHSVT and quite possibly come back at a later date.

There are two open positions that need to be filled immediately. NERCF has a Correctional Instructor position and a Special Education position open. Tom Woods is assisting with Special Education at the NERCF campus until a new Special Educator can be hired.

The Vocational Coordinator position at SSCF has been filled. Michael Jenzen will be starting in Springfield, on June 9th.

Walker Storz, son of Bill Storz, Special Educator at NSCF, is with his family in Washington D.C. as we speak, competing in the National Spelling Bee. There are over 800 students competing. It is quite an honor to make it this far. The finals will be aired on ABC and ESPN2 this evening. Good luck, Walker!

Congratulations to Claire Swaha! She is a semi-finalist in the National Education Association (NEA), Toyota International Teacher Program to the Galapagos Islands. If she is one of the 30 teachers chosen, she will travel to the Galapagos Islands from November 22–December 6, 2008 to participate in this once-in-a-lifetime education experience. Good luck, Claire!

Len Schmidt announced that he has several educational videos about Hepatitis C for those who would like to add them as part of their health curriculum.

Jim Candon announced that Kathi Cassidy will be having a graduation at the Rutland P & P on June 25th.

Peter VanWageningen announced that Brattleboro will be having its graduation next Thursday, June 3rd. He shared their invitations and announcements.

Windsor now has their greenhouse up and running. They are growing tomatoes. The tomatoes will be given to the local middle school where they will make and sell salsa as a fundraiser.

Peter announced that the Library Committee has gifts for every campus that will be distributed at the end of the meeting today.

Wilhelmina had asked several months ago if there was anyone who would be interested in or willing to change positions if necessary. Barb Hagen has stepped up and volunteered to fill in as the Northwest Regional Special Educator.

Wilhelmina shared a story about an adjunct that was a great influence in a student's life. Unfortunately, it was later discovered that this adjunct had a serious criminal record. The adjunct worked for six months before a record check was complete. The moral of the story is no one may work at CHSVT before a record check is complete. A new agency policy requires mandated record checks before an employee may begin any work. CHSVT will make record checks available through central office for any campus that does not already have a process in place with their Volunteer Coordinators. There was discussion about the best ways to go about obtaining record checks, who would do them, do the adjuncts need to sign a release and how long would it take for a record check to come back. It was decided that if the Volunteer Coordinators processed the record checks, then they could be attached to the adjunct contract and sent to central office. If central office needs to process the record check, send the information to Wilhelmina and cc Audrey. Make sure that you put **BACKGROUND CHECK** in the subject line of the email. Wilhelmina will send a permission form for the adjuncts to sign for record check permission via email.

It was suggested that FERPA information be included in the adjunct packet.

The Title I position recently vacated by Cate Cattier at the Barre Probation and Parole Campus is being moved to the Rutland Probation and Parole campus. The position will be opened soon.

Wilhelmina was offered the Superintendent's position. Wilhelmina has requested that a Request for Review (RFR) be completed before she accepts the position permanently. Wilhelmina is currently acting as the Principal and interim Superintendent.

Permission to fill the Principal's position has been given. The position will be opened and recruited. Wilhelmina is looking for suggestions from the staff on what the next step should be. Some of the main duties of the Principal include assisting with the curriculum, working with Charity on course descriptions and working on the policy manual. The ideas from the staff are listed below:

1. Northern side/southern side "teaching Principal"
2. Hire a full-time Principal now
3. Appoint an "internal interim"
4. Keep the position as one person, hire within and possibly appoint north/south help
5. Strongest skills within
6. East/west division
7. Interim within – rest of campus will have to take up slack
8. Interim in case Wilhelmina does not get Superintendent position – don't want to lose her
9. Project Manager – long process
10. Concern about losing Principal position if nothing is done
11. State specific duties, ex. curriculum
12. CHSVT only positive thing in DOC right now.
13. Hire from within good idea but asking for a lot to take away from the students. Like the idea of a part-time Principal/part-time teacher
14. Curriculum and teacher evaluations need to be addressed. Please send any other thoughts to Wilhelmina via email.

Mo reminded everyone that the spending deadline for the fiscal year is fast approaching. Make your purchases now. If the funds are available, they will be processed.

Make sure your educational leave has been requested if you are taking a class over the summer. Don't assume that it has been done for you. You will be charged annual leave or personal leave if the process is not complete and you are not approved.

The search is still on for a place to house a CHSVT Newport Probation and Parole campus.

There was an Interactive White Board presentation. Wilhelmina supports the purchasing of the interactive board for each campus.

Bridges out of Poverty is a professional development training that teaches about the culture of poverty and learning how to teach students that come from poverty. There are several trainings coming up in June across the state. Mary Koen recommends that you sign up for one if you have never been before.

Committee Reports/Elections

A ballot was created prior to the meeting. The Assessment and Evaluation Committee, Beryle Gardner Committee, Local Standards Board and Curriculum Content Committee all have openings that need to be filled. The ballots were passed around and the votes were tallied as follows: Assessment and Evaluation Committee – Julie Locke and Jeff Cassarino, Local Standards Board – Jenny Estey and Jim Candon, Curriculum Content Committee – Len Schmidt and Jim Candon. The Beryle Gardner Committee was looking for two volunteers to fill their open slots. Paul Major volunteered and Bill Storz's and Mary Poulos' names were written in. Mary Poulos withdrew her name and Cara will ask Bill, who is not here today, if he would be interested in the position.

New Policy

A new policy from the Department of Finance and Management restricts food purchases for departments. CHSVT uses food purchases for student incentives, graduations, snacks or breakfast items for students that do not have access to healthy food at home or are homeless themselves. Wilhelmina asked faculty to be cautious with food purchases and make sure that you indicate on your receipt why you purchased the food before sending it to central office for reimbursement. Just be aware that the policy exists and why it is being put into effect.

Wilhelmina reminded the faculty that there are clear directives on employee lunch periods and breaks as defined by Personnel. As per Personnel, each employee is asked to take a 30 minute lunch break each day and other breaks are at the discretion of the managers. The expectation is that work gets done in a timely manner and supervisors may authorize staff to work through their lunch periods. School schedules vary and therefore, lunch and break times may need to be adjusted differently than the rest of DOC.

Start/Stop/Continue

The numbers were tallied from all the ideas for start/stop/continue. The top answers for start and stop are posted on the wall. Each faculty member is being given 20 colored dots. Vote for your ten top start choices and your ten top stop choices. These numbers will be tallied and discussed at a later date. When you are done voting, the meeting will adjourn.

Respectfully Submitted,

Sheila Commo